HOUSTON COMMUNITY COLLEGE

Division of Mathematics
Mathematics Department
https://learning.hccs.edu/programs/mathematics

Math 2413: Calculus I | Lecture | 19766

Spring 2021 | 8 Weeks (1.19.2021-3.14.2021)
Online | Canvas & WebAssign (WA)
4 Credit Hours | 64 hours per semester

Instructor Contact Information

Instructor:	Hien Nguyen	Office Phone:	713-718-2440
Office:	Eastside, Room FM 124.4	Office Hours:	MW 9:00-10:30 a.m. Fri 9:00-11:00 a.m.
HCC Email:	Hient.Nguyen@hccs.edu	Office Location:	Eastside, FM 124.4

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Preferred Method of contact is Canvas email. If Canvas is down, please call and leave a message including your name and call back number. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

What's exciting about this course is that it's Calculus!

My Personal Welcome

Hi, I love math. I like to talk about Math. I am will be your guide in this journey. As an instructor, I want my students to be successful. I believe that the key to your success lies in two areas: **preparation** and **hard work**. I will do my best to help you, but success depends on all of us working together towards a common goal – your successful comprehension of the concepts, and your ability to apply them to further your success in future courses and in your chosen field.

Modality Statement

This semester, there are three modalities for Math courses: Online Anytime, Online on a Schedule, and Flex Campus. Online Anytime classes are traditional online courses;

coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of MATH 2413 is Online Anytime. There will be no class meetings unless you need to meet up with me virtually during my office hours.

Updated (in Red):

To make-up for the loss of power and internet due to the inclement weather experienced February 16-24, we will postpone the due dates for week 5 and week 6 assignments and exams are updated in red in course calendar. Students may refer to my lecture notes, the textbook, detailed PowerPoint slides, instructional videos, practice quizzes, and homework assignments, posted in our Canvas/WebAssign course, for thorough coverage of course content. If you have any questions, please discuss them with me during my office hours. Students may also utilize HCC tutoring services described in Canvas for further assistance.

Updated on Monday, March 1

Prerequisite

Prerequisite: Math 2412: Pass with a "C" or better. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Canvas Learning Management System

This section of MATH 2413 will use Canvas (https://eagleonline.hccs.edu) to supplement in-class assignments, exams and activities. We will use Canvas as our main site. You will sign in Canvas every day for lecture notes, lecture videos, quizzes, discussions, and exams. Our communication is also in Canvas. I will use Announcements, Inbox, and Discussion to communicate with you. Note: if you have questions, you can post them in the appropriate discussion threads or announcements or email them to me using Canvas Email. The website for Homework and Quizzes, is WebAssign (WA). WebAssign is also integrated in Canvas to create one stop sign-in place (will notify you if the integration doesn't work). To register for WA, simply sign into Canvas and Assignments and click on any assignment, the registration page will pop up. To do your homework, quizzes, and exams, you just sign in Canvas and Assignments and click on the homework assignments. Any updates about integration will be announced in Canvas.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE CHROME AS THE INTERNET BROWSER**.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: http://www.hccs.edu/online/

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/login/ldap

Lockdown Browser + Monitor

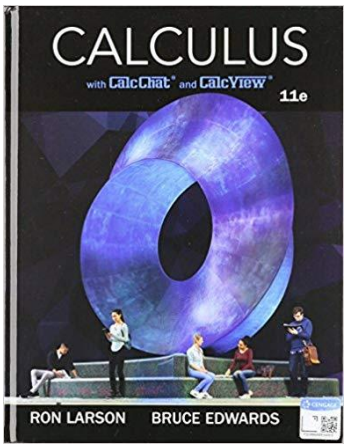
Remote Exam Proctoring (Remote Invigilation)

The Math Department is requiring the remote proctoring of all major examinations (including the Final Exam) to ensure the integrity of the assessment process and to prevent acts of academic dishonesty. In this course, in addition to a reliable internet connection, you will be required to have hardware that meets the following minimal requirements:
a) a functioning webcam and microphone, and
b) a computer with operating system that is capable of running the Respondus LockDown Browser + Monitor.

All exams in this course required Lockdown Browser + Monitor. In the first two days, you will have to take a Syllabus Quiz using this Lockdown Browser to ensure that you have this browser installed and worked properly in your computer. **If you failed to take this Quiz, you will be marked as Never Attended and will be dropped from the course. Please be aware of this Quiz.**

Instructional Materials

Textbook Information



The textbook listed below is ***required*** for this course.
Textbook: Calculus, 11th Edition, by Ron Larson & Bruce H. Edwards, ISBN-13: 978-1337275347

Textbook Options for: Calculus, 11th Edition, by Ron Larson & Bruce H. Edwards
Loose-leaf Textbook + WebAssign Multi-Term Printed Access Card: Edwards ISBN-13: 978-1337604741
Hardbound Textbook + WebAssign Multi-Term Printed Access Card: Edwards ISBN-13: 978-1337604758
Hardbound Textbook: ISBN-13: 978-1337275347
WebAssign Multi-Term Printed Access Card: ISBN-13: 978-1285858265

Temporary Free Access to E-Book

For temporary free access to WebAssign and the online eBook, go to Canvas and click on any Homework Assignment, it will prompt you to the registration site. You will need to register for WebAssign and there will be option for you to choose the Temporary Free Access for two weeks. Please use the WebAssign registration instruction attached at the end of this syllabus.

Other Instructional Resources

Tutoring
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.

Libraries
The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction
Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Course Overview

This course is a freshman level course that provides the background in mathematics for science and engineering students, and or further study in mathematics and its application. It is an integrated study of differential calculus with analytic geometry, which focusses on basic algebraic and transcendental functions. It is transferable as math credit to other disciplines.

Core Curriculum Objectives (CCOs)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

- ***Critical Thinking***: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- ***Communication Skills***: to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- ***Quantitative and Empirical Literacy***: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Program Student Learning Outcomes (PSLOs)

Students in the Mathematics Program will:

1. Engage in problem solving strategies, such as organizing information, drawing diagrams and modeling.
2. Use symbolic representations to solve problems. This includes manipulating formulas, solving equations, and graphing lines.
3. Build the foundational mathematical skills that will enable a student to successfully complete a college level mathematics course.

Course Student Learning Outcomes (CSLOs)

Upon completion of MATH 2413, the student will be able to:

1. Develop solutions for tangent and area problems using the concepts of limits, derivatives, and integrals.
2. Draw graphs of algebraic and transcendental functions considering limits, continuity, and differentiability at a point.
3. Determine whether a function is continuous and/or differentiable at a point using limits.
4. Use differentiation rules to differentiate algebraic and transcendental functions.
5. Identify appropriate calculus concepts and techniques to provide mathematical models of real-world situations and determine solutions to applied problems.
6. Evaluate definite integrals using the Fundamental Theorem of Calculus.
7. Articulate the relationship between derivatives and integrals using the Fundamental Theorem Calculus.

Learning Objectives

Upon completion of this course the student will demonstrate

1. knowledge of limits by:
    (a) computing limits at a point and at infinity analytically,
    (b) applying the definition of continuity,
    (c) determining where a function is continuous or discontinuous,
2. knowledge of differentiation by:
    (a) finding the derivative of a function using the limit definition,
    (b) finding the equation of the tangent line to a curve at a point,
    (c) finding the rate of change of a function,
    (d) finding derivatives of polynomial, trigonometric, using differentiation rules,
    (e) finding derivatives using the product, quotient and chain rules,
    (f) implicitly differentiating equations,
    (g) computing higher order derivatives,
    (h) finding the intervals on which a function increases or decreases,
    (i) determining maximum and minimum points of a function,
    (j) finding the intervals on which a function is concave up or concave down
    (k) determining points of inflection of a function
    (l) using the first and second derivative tests to find relative extrema,
    (m) applying Rolle's theorem and the Mean Value theorem,
    (n) solving 'real world' optimization problems,
    (o) solving 'real world' problems involving related rates,
3. knowledge of integration by:
    (a) finding antiderivatives involving polynomial and trigonometric functions,
    (b) evaluating a definite integral using Riemann sums,
    (c) computing the average value of a function over an interval,
    (d) computing definite integrals using the Fundamental Theorem of Calculus,
    (e) solving applied problems using definite integrals,
    (f) finding indefinite integrals with a change of variables,
    (g) finding the area or regions under and between curves
4. knowledge of transcendental functions by:
    (a) finding derivatives of the natural logarithmic function
    (b) finding derivatives of exponential functions
    (b) finding antiderivatives which result in natural logarithmic and exponential functions
5. knowledge of inverse functions

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Major Exams

There will be three major exams given during the semester and a comprehensive final exam. The exams will be online on Canvas or WebAssign. **You are required Lockdown Browser +Monitor for exams.** You will have exactly two hours to complete each exam. You will get exactly one attempt for each exam and there will be no repeated attempts or extensions. Exam will be given on the exam schedule below. Exam dates will be reminded on Canvas in Announcements and Modules. Before each test, you should study, read the textbook, watch the videos, complete your corresponding homework sections and review them, and complete the exam review.
The course material is distributed in each exam as follows:
Exam 1: covers chapter 1 and 2
Exam 2: covers chapter 3
Exam 3: covers the rest of chapter 4 and 5.1-5.4.

Homework Assignments

Homework will be online in WebAssign but access via Canvas. You need to sign in Canvas and go to Assignments to do your homework. To access Homework for the first time, you need to purchase the access code while signing up for WebAssign. **There is no class key required for registration.** WebAssign is integrated inside Canvas, so you will only go to Canvas to do your homework. eBook is viewable and printable from WebAssign. **The due dates for homework assignments and quizzes are given on WebAssign and course calendar**. Before starting the homework for a section, be sure to read the lecture notes, to watch the lecture videos, and read the section in eBook or hardcopy of the textbook. HW will be counted 15% of your final course grade.

Activities/Quizzes/Discussions

There will be a chapter quiz for each chapter in WebAssign that must be done and submitted by the due dates in course calendar. These quizzes reinforce your understanding the material from homework in the chapter. They help you to measure whether you have mastered the chapter or not so you can be ready for the exam. For each chapter, there will be a chapter discussion must be done by all students. You need to post your responses for each discussion for grades. The quizzes and discussions will be worth 10% of your final course grade.

Final Exam

All students will be required to take a cumulative Final exam. This exam will be online on Canvas or WebAssign. This exam will also be online using Lockdown Browser.

Grading Formula

Note: All grades will be on Canvas. You can use Canvas gradebook to estimate your current Grade. Your final grade average is calculated as follows:

Evaluation	Percent	Dates	Locations
Exam 1	15% of your grade	2/05-2/07	Canvas @Home
Exam 2	15% of your grade	2/28-3/02	Canvas @Home (updated)
Exam 3	15% of your grade	3/11-3/12	Canvas @Home
Homework	15% of your grade	Given in Calendar	WA
Quiz/Discussions	10% of your grade	Given in Calendar	WA & CV
Final Exam	30% of your grade	3/13-3/14	Canvas @Home

Grade	Overall Percentage
A	90% +
B	80%-89%
C	70%- 79%
D	60%-69%
F	<60%

FX grade:

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline either be dropped by professor for excessive absences or be

assigned the final grade of FX. Logging into Eagle Online or WebAssign course sites without active participation is considered NOT attending. "Active participation" means that the student must actively engage in the course by completing and submitting assignments, exams and other course assessments and activities before their due date, in order to be considered as "attending" the course, not just logging in and out. Completing the course orientation is not considered "active participation".

For distance Ed (Online courses):
The Math Department requires that at least **45%** of your course grade will consist of scores from *at least two in-person proctored exams in the Testing Center*. All of our exams this semester will be proctored via Lockdown Browser + Monitor.

Incomplete Policy:
In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Out of Houston Service Area:
The student will not be allowed to take the proctored exams, including the final exam, outside the United States. Therefore, if the student will reside outside of the United States while this course is in progress, the student will not be able to take the proctored exams required in this course.

HCC Grading Scale can be found on this site under Academic Information:
http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

Week	Dates	Topic/What's due
1	01/19 – 01/24	Syllabus; Chapter 1: HW 1.1 – 1.4 are **due on 1/24**
2	01/25 – 01/31	Chapter 1: HW 1.5 and Chapter 1 Quiz are **due on 1/31** Chapter 2: HW 2.1 – 2.3 are **due on 01/31**
3	02/01 – 02/07	Chapter 2: HW 2.4 – 2.6 and Chapter 2 Quiz are **due on 02/07** **Exam 1** covers chapters 1 & 2, available on **2/5 – 2/7** @Home in Canvas using Lockdown Browser + Monitor
4	02/08 – 02/14	Chapter 3: HW 3.1 – 3.4 are **due on 2/14**
5	02/15 – 02/21	Chapter 3: HW 3.5 – 3.8 are **due on 2/28 (updated)**
6	02/22 – 02/28	Chapter 3: HW 3.9 and Chapter 3 Quiz are **due on 2/28** **Exam 2** covers chapter 3 available on **2/28 – 3/02 (updated)** @Home in Canvas using Lockdown Browser + Monitor Chapter 4: HW 4.1 and 4.2 are **due on 03/02 (updated)**
7	03/01 – 03/07	Chapter 4 & 5: HW 4.3 – 4.5 and 5.1 are **due on 3/07**
8	03/08 – 03/13	Chapter 5: HW 5.2 – 5.4 are and Chapter 5 Quiz are **due on 03/13** **Exam 3** covers chapter 4 & 5, available on **03/11-02/12** @Home in Canvas using Lockdown Browser + Monitor
8	03/13 – 03/14	**Cumulative Final Exam** @ Home in Canvas using LDB + Monitor **03/13 – 03/14**

Week 1: Register for WebAssign Homework 1.1 A Preview of Calculus 1.2 Finding Limits Graphically and Numerically 1.3 Evaluating Limits Analytically 1.4 Continuity and One-Sided Limits	**Week 5**: 3.5 Limits at Infinity 3.6 A Summary of Curve Sketching 3.7 Optimization Problems 3.8 Newton's Method
Week 2: 1.5 Infinite Limits 2.1 The Derivative and the Tangent Line Problem 2.2 Basic Differentiation Rules, Rates of Change 2.3 Product and Quotient Rules and Higher-Order Derivatives	**Week 6:** 3.9 Differentials **Exam 2 (Covers Chapter 3) @Home same as Exam 1** 4.1 Antiderivatives and Indefinite Integration 4.2 Area
Week 3: 2.4 The Chain Rule 2.5 Implicit Differentiation 2.6 Related Rates **Exam 1 (covers Chapter 1 & 2) @Home In Canvas using Lockdown Browser + Monitor**	**Week 7:** 4.3 Riemann Sums and Indefinite Integrals 4.4 The Fundamental Theorem of Calculus 4.5 Integration by Substitution 5.1 The Natural Logarithmic Function: Differentiation
Week 4: 3.1 Extrema on an Interval 3.2 Rolle's Theorem and the Mean Value Theorem 3.3 Increasing and Decreasing Functions and the First Derivative Test 3.4 Concavity and the Second Derivative Test	**Week 8:** 5.2The Natural Logarithmic Function: Integration 5.3 Inverse Functions 5.4 Exponential Functions: Differentiation and Integration **Exam 3 (covers Chapter 4 & 5) @Home** Final Exam Review & **Comprehensive Final Exam @ Home**

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

There will be no individual make-up exams. If an exam is missed, the score for that exam is zero (0). The equivalent score based on the percentage in the final homework average will replace one missed term exam. If none of the term exams is missed, then it will replace the term exam with the lowest score, provided the homework average is higher. Exam dates will be reminded and announced in advance on Canvas. Keep up with all postings and announcements in the course on Canvas and in your HCC Email account to make sure you do not miss any exams or assignments by their due date. Set your own personal calendars and electronic reminders in advance to remind you of those dates.

Academic Integrity

All forms of academic dishonesty including, but not limited to cheating, plagiarism, and collusion are serious offenses. Possible consequences for academic dishonesty include a grade a 0 or F in the particular assignment, failure in the course, and/or recommendations for probation or dismissal from the institution.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance): http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures

As stated in the HCC Catalog, all students are expected to "attend" their online classes regularly. Students in online courses must log into their Eagle Online class and on WA at least 5 times per week or they will be counted as absent. Just like an on-campus class, your regular participation is required. Although it is the responsibility of the student to withdraw officially from a course, the instructor also has the authority to block a student from accessing Eagle Online, and/or to drop a student for excessive absences or failure to participate regularly. Online students who do not log into their Canvas class to take the Syllabus Quiz AND do not register for WebAssign the first two days in the first week will be AUTOMATICALLY dropped for non-attendance. Completing the online orientation does not count as attendance. However, it is required. Refer to information in that course orientation regarding class attendance requirements for online courses. Again, logging into an online course without active participation and performance of required activities will be considered as not attending. Student must be engaged in the course by completing homework assignments and exams to be considered attending the course. **The last day to withdraw February 22, 2020.**

Electronic Devices

Calculator policy:

Students are allowed to use only a one-line display, non-graphing, non-programmable scientific calculator when working on this course. No graphing, programmable, multiple-line display, or mobile (or smart) phone calculators, or any electronic device through which the Internet may be accessed will be allowed when taking the exams at the proctored testing centers. Any student caught using any of those forbidden types of calculators, or any other unauthorized electronic equipment while taking a proctored exam will be charged with academic dishonesty and automatically fail the course.

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for the purposes other than student learning is strictly prohibited unless authorized as an appropriate ADA accommodation from the ADA Counselor.

Mathematics Program Information

- HCC Math Student Organizations: Mu Alpha Theta: Application: https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/stem-clubs/mu-alpha-theta-application/

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/ In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- Disability Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS^3

The EGLS^3 (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS^3 surveys are only available for the Fall and Spring semesters. –EGLS3 surveys are not offered during the Summer semester due to logistical constraints.
http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy, please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

College - Level Math Courses

Chair of Math	Susan Fife	SW Campus	713-718-7241	Stafford, Scarcella, N108
- Admin. Assistant	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
- Admin. Assistant	Christopher Cochran	SW Campus	713-718-2477	Stafford, Scarcella, N108
Math Assoc. Chair	Jaime Hernandez	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Math Assoc. Chair	Mahmoud Basharat	NW Campus	713-718-2438	Katy Campus Building, Rm 112
Math Assoc. Chair	Emmanuel Usen	NE Campus	713-718-8062	Northline, Rm 324

Developmental Math Courses

Chair of Dev. Math	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
- Admin. Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Hien Nguyen	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Jack Hatton	SW Campus	713-718-2434	Stafford, Learning Hub, Room 208

For issues related to your class, please first contact your instructor.
If you need to contact departmental administration, then contact the appropriate Associate Chair.
If further administrative contact is necessary, then contact the appropriate Department Chair.

NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE AS NEEDED TO MEET THE OBJECTIVES OF THE COURSE OR TO AID IN COURSE ADMINISTRATION AT THE DISCRETION OF INSTRUCTOR. IT IS NOT ANTICIPATED THAT THERE WILL BE ANY SUBSTANTIVE CHANGES.

After reading this syllabus, please send me an email to confirm that you have read, comprehended it.

Let's have a wonderful semester!!!